



## **BUDGET ANALYST**

The U.S. Embassy in Canberra is seeking an individual for the position of Budget Analyst in the Office of Defense Cooperation.

Salary: A\$69,055p.a. + superannuation benefits  
Hours: 40hrs/week, Monday to Friday.

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item**

1. Completion of a University undergraduate degree is required.
2. Four years of progressively responsible experience in administrative and financial management is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Knowledge of general budgetary processes and the ability to make decisions as they relate to financial planning is required.
5. Excellent analytical, organizational, oral, and written communication skills is required.
6. Must have knowledge of the Microsoft Office Suite, accurate typing skills, and the ability to manage multiple filing and tracking systems.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the  
Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla,  
ACT 2600 by C.O.B **9 AUGUST 2010**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

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| <b>POSITION TITLE:</b><br><b><u>BUDGET ANALYST</u></b> | <b>POSITION GRADE LE- 8</b><br><b>(STARTING SALARY A\$69,055)</b> |
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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

The incumbent acts as the sole foreign service national responsible for managing various budgets for the Office of Defense Cooperation, Canberra. These budgets include Security Assistance (SA), Operations & Maintenance Navy (O&MN) & ICASS. In addition, performs property manager duties for ODC, Canberra and acts as back up to the office administrator in Canberra.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Susan Pietsch at (02) 6214 5709.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Provide planning and operational management of ODC Australia budget. 80%**

- A. Learn and utilize special Security Assistance (SAARMS) Budget software program to manage SA budgets to include: receiving the budget from Pacific Command (PACOM) in Hawaii, allocating the budget against SA requirements (travel, operations, maintenance, etc.), obligating funds against allocated requirements and posting payment vouchers against obligated requirements. Posting requirement includes reviewing payment vouchers for completeness, accuracy of computation and communicating with the document source (vendor or agent) to resolve discrepancies discovered prior to payment. Maintain electronic budget files within SAARMS and transmit to PACOM monthly.
- B. Manage O&MN Budget, utilizing Excel spreadsheets to allocate funds, obligate funds and post payment vouchers, similar to the SA budget requirement.
- C. Post payment vouchers and balance budget allocations/reductions against all budget accounts to prevent over-obligation of funds. This entails analyzing the payment voucher, debiting/crediting the budget account and maintaining accurate balance of each budget account to ensure availability of funds.
- D. Establish and Maintain budget filing system IAW USCINPAC directives. This includes learning and understanding US Navy filing system, creating budget files to ensure accurate accounting, file vouchers and other budget documents and maintain the files to ensure completeness and currency.
- E. Track status of SA, O&MN and ICASS Budgets against budget authorization

from PACOM and maintain an accurate status of allocated obligated funds. Be able to report the status of ODC budget to PACOM accurate status of allocated and obligated funds. Be able to report the status of ODC budget to PACOM monthly, or as directed. Be able to identify shortfalls in the budget and communicate with PACOM to resolve any shortfalls and/or re-allocate/obligations to mitigate effects of budget shortfalls.

F. Validate monthly expenses and endorse invoices for payment by local Financial Center.

G. Develop and prepare budget estimates annually by accumulating and verifying prior year data and background information.. Be able to analyze previous years budgets and forecast upcoming events to determine budget forecast/estimate for the coming fiscal year. Develops additional financial details on past experience data and prepares comparison data for use by others (supervisor, ODC Chief, PACOM) in programming and reprogramming funds to meet ODC requirements.

H. Analyze budget authorizations and/or budget changes from PACOM to determine impact on ODC budget and ODC's programmed requirements. Be able to advise the ODC Chief on its impact and provide recommendations to ensure mission accomplishment.

I. Be able to use and maintain a US Government Credit Card (IMPAC Card) account for local purchases. This includes deciding what items can be purchased locally, posting payment vouchers and reconciling the account monthly.

J. Learn and utilize special SAARMS Property management software to account for and inventory all controlled items within ODC's responsibility. Conduct periodic inventory of ODC property and electronically submit annual inventory reports to PACOM in Hawaii.

## **Office Administration 15%**

Responsible for the daily management of ODC

- A. Incoming/Outgoing Mail Distribution
  - Track incoming correspondence for action due dates
  - Maintain outgoing message log
  - Route internal documents.
- B. Records Management
  - Maintain office Intranet system
  - Maintain office files – unclassified only
  - Maintain required unclassified directives
- C. Clerical Assistance
  - Answer phones
  - Maintain ODC Chief schedule
  - Prepare outgoing correspondence
  - Prepare and track temporary duty orders
  - Maintain office vehicles
  - Maintain and account for office equipment
  - Prepare visitor requests
  - Maintain ODC Recall Roster
  - Order office supplies
  - Prepare required reports
  - Timekeeper

## **Other duties as assigned 5%**

### **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of a University undergraduate degree is required.
2. Four years of progressively responsible experience in administrative and financial management is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Knowledge of general budgetary processes and the ability to make decisions as they relate to financial planning is required.

5. Excellent analytical, organizational, oral, and written communication skills is required.
6. Must have knowledge of the Microsoft Office Suite, accurate typing skills, and the ability to manage multiple filing and tracking systems.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

EFM's must have 12 months remaining at Post.

### **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**

2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
  3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); plus
  4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
  5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
- 3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.  
Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References.

## **SUBMIT APPLICATION TO:**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

**THE DEADLINE FOR APPLICATIONS IS C.O.B 9 AUGUST, 2010**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.